

SIGN PERMIT INFORMATION

Costs are as follows:

50 sq. ft. or less	\$ 50.00
50 to 99 sq. ft	\$ 85.00
100 sq. ft. or over	\$150.00
Off-premises (variance)	\$200.00
Home occupation sign	\$ 25.00
Subdivision sign (perm)	\$ 40.00
Sandwich/menu boards	\$ 25.00

Any change needs a sign permit – whether using an existing sign for another company (painted over or old frame used for new) portable or new. The permit is for that location only (can't be moved to another location without another permit).

Two (2) drawings of the sign are needed – one showing the positioning on the property and one (1) of the side view of the sign with wording, indicating if it's on a building, pole, temporary or ground.

**VILLAGE OF HARTVILLE, OHIO
ZONING DEPARTMENT
APPLICATION FOR
SIGN PERMIT**

ZONING PERMIT NO. _____
FEE: _____

DATE: _____

APPLICANT:

Name: _____ Phone: _____

Address _____

Name of Business _____

Signature of Applicant _____

Owner of Property: _____ Address: _____

Lot or Out Lot Number _____

Zoning Classification _____

SIGN DATA:

Owner of sign _____ Phone _____

Name of Sign Company _____ Phone _____

Address _____

TYPE OF SIGN:

Freestanding _____ Wall _____ Canopy _____ Other _____ If other, name of type: _____

Projecting _____ Roof _____ Awning _____

STORE FRONTAGE: _____

DIMENSIONS:

Length _____ Width _____ Thickness _____ Total S.F. of sign area _____

Overall Height _____ Electrical _____ Non-electrical _____

Valuation of Sign _____

DRAWING OF SIGN:

Scaled drawings showing the materials, design, dimensions, structural supports, specifications, and electrical components of the proposed sign.

SITE PLAN:

A site plan showing the proposed location of the sign in relation to property lines and/or right of way lines. Also show the square footage areas of all existing signs on the same premises.

CERTIFICATION OF ZONING INSPECTOR'S EXAMINATION

I have examined the foregoing application, plans and information, found them not / to conform with the zoning requirements and grant / refuse them a sign Permit.

By _____ Date _____

Contractor/Subcontractor Registration Application:

All contractors/subcontractors must submit an application for contractor registration.

Initial Application: \$60.00

Annual Renewal: \$40.00 (if registered the previous year)

The following must be returned with the application for approval: Certificate of Liability (\$1,000,000.00) listing the Village of Hartville as the Certificate Holder, along with the Surety Bond (\$10,000.00).

All paperwork will be submitted to the: Village of Hartville
202 W. Maple Street
Hartville, Ohio 44632

Please note that the Village Office hours are Monday, Tuesday, Wednesday, and Fridays 8 a.m. to 5:00 p.m. with the exceptions of Thursday, the office is opened from 8 a.m. to Noon.

VILLAGE OF HARTVILLE
202 W. MAPLE STREET, P.O. BOX 760
HARTVILLE, OH 44632
330-877-9222 FAX 330-877-9778
www.hartvilleoh.com

CONTRACTOR/SUBCONTRACTOR REGISTRATION APPLICATION

Date _____

New Registration (\$60.00) Renewal (\$40.00 - if registered the previous year)

Name _____ Phone _____

Company Name _____ Phone _____

Address _____ City/State/Zip _____

FED ID or SSN _____

TYPE OF REGISTRATION:

General - Please circle (Excavation, Foundation, Masonry, Insulation, Roofing, Drywall, Siding, Landscaping, Painting, Carpentry, Other _____) HVAC Electrical Sewer

Address of Project location: _____

INSURANCE INFORMATION:

Insurance Company & Agent _____

Insurance Co. Address _____ Phone _____

Expiration Date of Policy _____

Note: A current copy of Liability Insurance (\$1,000,000) naming the Village of Hartville additional Insured, Surety Bond (\$10,000), and State License, (if applicable), must be submitted and kept on file in the Building Department of the Village of Hartville, or registration is void. (This is the responsibility of the Contractor.)

Do you have subcontractors? Yes No (if yes, each subcontractor must complete a Contractor Registration Form.)

Will your company be withholding local income tax from all employees on the job? Yes No
(All Businesses are required to submit copies of IRS Forms 1099-MISC to Hartville Income Tax Department within 3 ½ months after the end of the tax year.)

Please list your subcontractor information on the following page.

The Village of Hartville is an equal opportunity provider.

Village of Hartville
202 W Maple St
PO Box 760 Hartville, OH 44632
Phone 330-877-9222 Fax 330-877-9778
tcooper@hartvilleoh.com

INCOME TAX DEPARTMENT

CONTRACTOR & SUBCONTRACTOR TAX INFORMATION

ANNUAL TAX RETURN FILING

The Village of Hartville has a mandatory Income Tax filing for a business entity, whether resident or non-resident who conducts business in the Village of Hartville. An annual return must be filed and tax paid on the net profit. If you have a net loss you are still required to file a return.

The tax rate for Hartville is 1%. The yearly filing or request for an extension deadline is April 15th. Failure to file or request an extension on or before the April 15th due date will result in a \$25.00 late filing penalty.

Tax forms can be obtained on our Website at www.hartvilleoh.com.

EMPLOYEE WITHHOLDING

Each employer within or doing business within the Village of Hartville shall deduct at the time of the payment of such salary, wage, commission or other compensation, the tax of one percent (1%) of the gross salaries, wages, commission or other compensation due by the said employer to said employee and shall on or before the 15th day of the month following the close of each calendar quarter make a return and pay to the Village of Hartville Tax Administrator the amount of taxes so deducted. Such employer shall be liable for the payment of the tax required to be deducted and withheld, whether or not such taxes have in fact been withheld.

Please complete the enclosed CONTRACTORS AND SUB-CONTRACTORS BUSINESS REGISTRATION FORM and return by mail, fax or email within 10 business days.

Your cooperation is greatly appreciated. If you have any questions, please contact the income tax department.

Tanya Cooper
Income Tax Clerk
tcooper@hartvilleoh.com

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202 W Maple St
PO Box 760
Hartsville, OH 44632
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**Income Tax Department
Contractor and Sub-Contractor Business Registration**

To enable the Village of Hartville Income Tax Department to establish accurate records, please answer all questions by typing or print plainly and return to the Village Hall by mail, fax or email.

ACCT # (to be assigned upon receipt)

Business Name: _____

Business Address: _____

Phone #: _____ Tax ID/S.S. #: _____

Job Name & Location: _____

Date Job Started: _____ Estimated Length of Job in days: _____ (mandatory)

Please check one: annual year-end filing forms are not necessary, use a professional tax service
 send pre-printed annual year-end filing forms to:

Please check one: pre-printed withholding forms are not necessary, use in-house software system

use a third party Payroll Company -- Name: _____

send pre-printed withholding forms to: _____

The Village of Hartville imposes an income tax at the rate of one percent (1%) on all earned income, including net profits attributable to Hartville. All employers, contractors, sub-contractors, or others who have one or more employees are required to withhold 1% of all employees' gross wages and submit this amount to the Village of Hartville.

The information hereby submitted is true and correct

Signed _____

Date _____

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SNIPE SIGNS

It is a right of businesses to advertise their goods and services. However, excessive use and abuse of signs tarnishes our community and despoils our landscape. Such abuse only serves to reinforce the perception that ugliness is the price of progress — that our quality of life depends on destroying the very resources we value most. In recent years, Snipe Signs, a generic term for any sign posted or affixed to a tree, fence, etc, including realtor signs, directional signs, and any temporary sign stating an event - have become a growing concern and raised safety and environmental issues within the Village. Allowing random signs to be posted wherever and whenever it serves, serves only those who benefit from blight, and forsakes our environment and resources. If you operate a business within the Village, we encourage you to adhere to **Article 17 of the Hartville Zoning Ordinance** and obtain the proper permits when posting temporary signs. Failure to do so can lead to penalties and prosecution. By being good stewards and setting an example for others we raise the quality of life for all.